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Author

Corporate Author

Report/Article Title Memorandum: To Specialist in Environmental Sciences and others, from Director, Agent Orange Projects Office, regarding Establishment of AOPO Read File, dated December 14 ,1983

Journal/Book Title

Year 1983

Month/Day

Color

Number of Images 3

Description Notes

Memorandum

Date: DEC 14 1983

From: Director, Agent Orange
Projects Office (10A7)

To: Chief, Administrative
Section (10A7A)
Chief, Research
Section (10A7B)
Specialist in Environmental
Sciences (10A7C)

Subj: Establishment of AOPO Read
File

1. Effective this date, I am directing that a consolidated "Read File," to be reviewed by selected AOPO staff, be established consisting of all original correspondence, memorandums, Reports of Contact, and memos for the record prepared by AOPO staff. Documents such as scientific papers, position papers, or special status reports will not be routinely included in the Read File. Only one copy is required of duplicate letters, etc., sent to more than one individual/facility. This Read File, to be reviewed weekly by designated AOPO staff (attachment), will be consolidated on a daily basis within the Administrative Section (10A7A). Although they are not on the distribution listing, AOPO staff, other than those specifically identified in this memorandum, should be given the opportunity to review the Read File if they choose to do so.

2. The following procedures will be utilized in preparing and transmitting the Read File:

a. Xerox copies of all reading materials, as identified in paragraph 1, will be accumulated and transmitted on a daily basis before COB to the attention of Mrs. Paula Piersall (10A7A).

b. Each section will take immediate action to purchase a rubber stamp with the words "Read File" to be used for stamping each piece of correspondence prior to transmittal for inclusion in the consolidated Read File. Until such time as the stamps have been purchased Read File correspondence will be batched and properly identified as "Read File" materials.

c. Upon receipt within 10A7A, reading materials from 10A7B and 10A7C will be assembled and consolidated with materials prepared by 10A7A staff for transmittal to selected staff.

d. The Read File will then be routed on the following Monday of each week to each section in the following sequence:

- (1) 10A7A
- (2) 10A7 (Deputy Director)
- (3) 10A7B
- (4) 10A7C
- (5) 10A7 (Director)

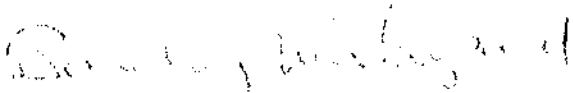
RECEIVED

DEC 14 1983

Special Projects Staff (102C)

3. In order to ensure that this method of keeping concerned staff informed in a timely fashion on the various types of correspondence being prepared within the AOPO, it is important that the materials are reviewed and passed on to the next person as expeditiously as possible. Ideally, all concerned staff will have had the opportunity to review the consolidated weekly material within 5 working days of initial routing.

4. Your cooperation in assisting in improving our internal communication is appreciated.



BARCLAY M. SHEPARD, M.D.

Attachment

READ FILE STAFF
DISTRIBUTION LISTING

10A7:

Dr. Barclay M. Shepard
Dr. Lawrence B. Hobson

10A7A:

Layne A. Drash
Nancy L. Howard
Donald Rosenblum
Elaine Morrow

10A7B:

Dr. Han K. Kang
Dr. Patricia Breslin
Larry Stockmoe
Yvonne Lee
Joshua Barwick

10A7C:

Dr. Alvin L. Young (until position is vacated)
Science Writer/Editor (to be determined)